



DELAWARE WORKFORCE INVESTMENT BOARD

Board of Directors Committee Meeting

Delaware Department of Labor – Fox Valley Annex – Harold Staffing Training Center

Tuesday – October 25, 2011

9:00 a.m.

Attendees: Chairman - Gary Stockbridge, Hon. Peter Bradley, Jeffrey Bross, John Chrzanowski, B. Craig Crouch, Harry Gravell, Jr., T. Ben Hsu, Hon. Earl G. Jaques, Jr., Hon. J. J. Johnson, George Krupanski, Toby Lamb, Samuel Lathem, Stephan Lehm, MaryKate McLaughlin, Hon. John McMahon, Bill Parks, Jim Randall, Hon. David Sokola, Dr. June Turansky, Audrey VanLuven, Sher Valenzuela, Ronald Walker, James Wolfe.

DOL Staff: Diane Brooks, Stacey Laing, Lori Reeder, Eileen Schneese, Tom Smith,

DWIB Staff: Gwen Jones, Monnica May, Julia Hayward

Quorum achieved.

Approval of Minutes - Motion made by Hon. John McMahon to approve the minutes of July 26, 2011. Motion seconded by Stephan Lehm. All in favor. Motion carried.

Bill Potter Update - Gwen Jones provided the Board an update on Bill Potter's medical status. Chairman, Gary Stockbridge requested we all keep Bill in our prayers.

Committee Reports

Performance Measures & Customer Satisfaction - Due to the absence of Chairman Jeff Bross, Tom Smith reported. Referring to the Quarterly report, Tom reviewed the performance measures report for the quarter. Tom also noted that he was informed by USDOL/ETA at the State Leader's meeting in Philadelphia on June 15th that Delaware is doing the best job at meeting their goals. The June 30th report will be available on August 15, 2011 for review. It is important to know, there is a significant lag in terms of performance data but a consistent and reliable method of reporting. Tom offered to explain the report to anyone who didn't understand it.

Training Update - Tom Smith reported. This part of the agenda was actually to be presented later in the meeting however Tom Smith followed with his training update since he was already reporting in the absence of Jeff Bross. Tom showed a PowerPoint demonstrating performance data, the employment retention rate and unemployment rate for the period beginning January 2009. Typically in July, 17% of federal dollars is disbursed to DOL. However, the entire 11% cut for the year from WIA dollars was made totally this year in the first disbursement.

As a result, no new training will be started for the 1st quarter of the year (July, August & September). Clients have been told to return to DOL/ETA for orientation in September

and training should begin in October. With carry-in monies we have been able to move forward with any individuals enrolled already in an ITA course.

Financial Oversight - Chairman Ralph Cetrulo reported. In light of budget talks everywhere Ralph actually reported good news regarding the DWIB budget. He also thanked Diane Brooks for working so diligently to change the budget format to include the monthly, quarterly and yearly total budget for the year. The DET budget is under by \$300,000 with more bills forthcoming but we are projecting we will stay under budget. Administrative funding is under budget and a surplus is expected. DWIB/Executive Director/Support Staff is \$62,000 under budget but surplus will come down as more expenses come in. WIA/Blue Collar/ITA budget had just over \$3M and have expended just under \$2.1M with \$425,000 obligated. There is \$500,000 being carried forward funding individual training.

Ralph also reported on Blue Collar collections (U.I. training tax). A five year comparison (2007-2011) was provided to the Board for review. Ralph indicated the \$1M increase is higher than any period preceding five years. This could be due to the fact that U.I. tax has been changed from \$7,500 to \$10,500. Therefore, employers are subjected to a \$3,000 increase in the base of U. I. tax payments.

Youth Council - Due to the absence of Chairman George Krupanski, Gwen Jones reported. As the Youth Council (YC) prepares for the fall of 2011 the committee is working to formalize its structure and membership. At the suggestion of Michael Toops, USDOL/ETA Federal Project Officer, the YC will be developing bylaws that will serve the purpose of guiding and directing the work of the YC. A draft of the bylaws will be presented to the DWIB Executive committee for adoption. In addition job descriptions for Council members will be developed with the restructuring of various youth Council sub-committees. Toops also completed a focus group interview with several of the youth providers and summarized the comments and suggestions made that may improve some of the delivery of services to youth. The Council will be reviewing the summary as they enter into the fall of the year.

With the assistance of the Hon. Lillian Lowery, Secretary - Department of Education, a parent has been identified and has agreed to serve on the YC. This will resolve the outstanding federal requirement we have previously been unable to satisfy. A letter has been mailed to Mrs. Diane Mancini for acceptance as a parent rep and the YC is now in federal compliance. Additional members will be recruited to the YC as well as the opportunity provided to those currently participating to reaffirm their involvement and commitment.

Proposal Review & Certification Committee - Chairman John Chrzanowski reported. John reviewed the proposal presentation/funding allocation process. The panel members for each skills category provided feedback and recommendations for future proposal presentations which was briefly discussed with the committee. Letters were mailed to all Providers prior to subsequent renewals indicating all programs selected for approval will be determined by information gathered using Labor Market data, training enrollments, and enrollments leading to employment. Reviewing this data helps the

DWIB determine which education and training programs lead to employment as well as those jobs that are in demand in the current labor market. While we continue to recruit new providers and new programs, existing providers/programs have been informed they

will be renewed based on their prior performance levels. We received a minimum of telephone calls from providers with concerns; however, no appeals resulted.

Gwen followed up with a presentation showing the work that has been done by the Proposal Review Committee and Performance Measures Committee to use data to assist in determining which providers and programs will be on the WIA Certified Provider Training List. We will be using labor market data, enrollments and exits. Finally we will look at UI data to determine whether or not wages are being generated as a result of the training dollars spent.

Chairman's Report:

Strategic Planning/Update - Goal Leader Reports: Gary requested each Goal Leader to follow a template of reporting each essential task to assure role clarity and accountability for each goal. The template should clearly define what the goal is, why the goal is important, what progress has been made to date, what the next steps are and what will be different when each goal is complete. Goal leaders reported on goals 1-6 respectively. Leaders will be meeting after the board meeting to discuss progress.

Manufacturing Accelerator Grant/DWIB Involvement - Sher Valenzuela reported on "First State Moves the Nation". In response to and support of the Federal and State administration's mandate to create an economic ecosystem that spurs economic innovation and growth, a unique cluster of applicant leads and partner network including Delaware Workforce Investment Board (DWIB), The City of Milford, and First State Manufacturing, Inc. (FSM) have locked shields to support a small business manufacturing accelerator grant. This public/private partnership will usher in new levels of innovation in manufacturing and job creation, creating a path to change and progress and a model that can be replicated nationwide. A threefold return will result.

- A trained and skilled workforce ready to fill the needs of the manufacturing industry in Delaware.
- An infrastructure that will usher manufacturers to the treasure trove of no-cost/low-cost small business resources that support their specific and unique "what now/what next" needs (replacing the current "one-size-fits-all" approach),
- A hub of innovation that fuels creativity, new product development and marketplace success (business start-up, business expansion and exports).

After Sher's presentation Gwen gave an overview of the proposed Accelerator grant that was submitted with the partners Sher mentioned. She asked for approval to match 31 Higher Ed ITA's at \$5,000 per ITA. It was thoroughly discussed by the board and approved that \$155,000 in Blue Collar funds would be approved. This would equate to at least 2 ITA's (in manufacturing skills training) per quarters over a period of the four year grant.

A motion was made to vote on DWIB involvement by Sher Valenzuela. Motion seconded by Harry Gravell, Jr. All in favor. Motion carried.

Presentations—

Jay W. Lynch (I-ADAPT): The Individual Assessment, Discharge and Planning Team with the help of ARRA stimulus money, has implemented I-ADAPT and positively impacted not only the lives of inmates but the communities in which they must learn how to survive and thrive as productive citizens. I-ADAPT is a collaborative effort between State of Delaware agencies to reduce recidivism by increasing availability and access to services that will equip individuals released from custody with the tools needed to succeed in the community. The agencies involved are the Delaware Department of Corrections, Delaware State Housing Authority, Department of Labor, Department of Education, and the Department of Health and Social Services.

According to the Executive Order No. 7 approved the 15th day of May, 2009 by Governor Jack Markell members of I-ADAPT shall:

- (a) increase availability and access to services within five identified re-entry pillars – Housing, Employment, Human Services, Education and Community Integration – through streamlining current processes and utilizing existing resources.
- (b) Create a standardized process for documenting offenders' entry to and release from the Department of Correction, identifying gaps in the services provided and opportunities for improvement.
- (c) Develop a re-entry Memorandum of Understanding, which may be amended or supplemented from time-to-time, between and among State government agencies to enhance and streamline the delivery of necessary services in a manner that requires clear expectations and accountability.
- (d) Implement an accountability system that will annually monitor the plan's successes, detail opportunities for improvement, and assist in the development and implementation of best practices.
- (e) Work to equip individuals released from custody with the tools needed to succeed in the community.
- (f) Build a continuum of custody, care, and control for all offenders who are under a community-based supervision sentence, and especially those offenders who are discharged from the custody of the Department of Correction.
- Identify how state agencies and the community can work together to improve offender accountability and to require personal responsibility for achieving self-sufficiency.
- (h) Divide into five teams – Statewide Oversight, City of Wilmington, New Castle County, Kent County and Sussex County – for the purpose of focusing available resources in each of those areas.
- Strive to improve public safety by reducing recidivism by 50 percent within a five-year period and decreasing re-victimization in our communities.

Referring to House Bill #12—Food Stamps for convicted felons is one of many legislative bills signed and approved, signifying a change in reentry.

Haneef Salaam (Delaware Reentry Consortium/DRC)—Community Awareness:

Haneef Salaam, President of the DRC Board was the speaker. Haneef provided a brief overview of DRC as an established 501(c)(3) non-profit agency, working to assist the incarcerated population as they return to the community. DRC thrives to build a statewide network of agencies that will offer quality reentry services to citizens returning to the community. Collaboration is vital to be successful in this endeavor. DRC is a member driven organization and creates an atmosphere for collaboration among members and willing partners, which allows their members to be more productive, expand their services, as well as stay well informed of best practices with in reentry. DRC is committed to collaborating and building with all agencies and/or individuals that have interest in improving reentry services in Delaware. Ensuring successful re-entry means both safer communities and the improved use of tax dollars. But realizing better outcomes for people released from prison and jail requires efforts that address their myriad needs.

Old Business - None

New Business - None

Meeting Adjourned @ 11:10 a.m.